

Domestic & International Travel Guide



for ORU Trips with Students

Created by: ORU Risk Management

Updated August 2015

The “Domestic & International Travel Guide for Trips with ORU Students” provides quick information pertaining to students, faculty, staff, consultants, advisors or volunteers of Oral Roberts University while traveling inside or outside the United States on a business, missionary or education trip on behalf of ORU. Please refer to the [ORU Travel Policy](#) for more information. For those traveling *without* ORU students please refer to the “[Domestic & International Travel Guide for ORU Employees](#)”.

REMINDERS

- All travel participants are expected to follow the Honor Code while traveling on an ORU sponsored trip.
- ORU reserves the right to cancel all school sponsored trips at any time without prior notice. In the event a school sponsored trip is canceled, ORU is not responsible for deposits, pre-payments and/or others costs associated with the travel.
- Trip cancellation insurance is not provided by the University. Individuals are required to purchase trip cancellation insurance as all ORU sponsored travels are subject to cancellation without notice.

Three Step Process

While there is no way to guarantee the total safety and security of each individual during domestic or International travels it is the goal of the Risk Management department for you to be prepared for an emergency as much as possible. To make things as simple as possible the travel emergency preparedness process has three steps.

Step 1: Travel Request Application

As per the [ORU Travel Policy](#) all domestic and International trips involving ORU students requires a [Travel Request Application](#). This fillable form can be obtained by contacting the Spiritual Formation department x7767 or visiting the [Risk Management](#) webpage. For those traveling *without* ORU students please refer to the “[Domestic & International Travel Guide for ORU Employees](#)”.

Due dates for international travel applications for the Fall semester is August 15th, and for the Spring semester is the last October Friday prior to Fall Break. Once the application has been completely approved the Spiritual Formation department will send the approved document to the Trip Sponsor. Once received the items in Step 2 are required *prior* to trip departure:

Step 2: Domestic & International Travel Forms

Domestic Travel Forms	Forms Go Where?
<p>As per the ORU Travel Policy domestic travel is for all travel within the continental USA that requires an overnight stay. Domestic travel does not require a Travel fee.</p>	
<p>Student Release – this is normally signed during the Registration process.</p>	<p>If the student has not signed this form during the Registration process then the department maintains a copy and sends the original to Risk Mgmt.</p>
<p>Volunteer (Non-Student) Release (if applicable)</p> <p>**A background check is required at department expense prior to trip departure.**</p>	<p>The department maintains copies and sends the originals to Risk Mgmt.</p>
<p>Background Check Release</p>	<p>The original, signed Release form is submitted to Risk Mgmt. to conduct the check.</p>
<p>Emergency Information Form</p>	<p>The department maintains the originals. The Trip sponsor is to have copies throughout the trip.</p>

Step 2: Domestic & International Travel Forms con't.

International Travel Forms	Forms Go Where?
<p>As per the ORU Travel Policy international travel is for all travel outside of the continental USA. Forms are required 3 weeks prior to trip departure.</p>	
<p>Emergency Information Form</p> <p>Student Link to International Travel Emergency Travel Information Form: www.tinyurl.com/orueinfo</p>	<p>This is an online form only. After students submit their information Risk Mgmt. will forward the emergency information to the Trip Sponsor prior to trip departure.</p> <p>Trip Sponsor is responsible for obtaining volunteer(s) emergency information and submitting it to Risk Mgmt.</p>
<p>Release form to Participate in Foreign Travel</p>	<p>The department maintains copies and sends the originals to the Risk Mgmt. office.</p>
<p>Volunteer (Non-Student) Release (if applicable)</p> <p>**A background check is required at department expense prior to trip departure.**</p>	<p>The department maintains copies and sends the originals to Risk Mgmt.</p>
<p>Background Check Release</p>	<p>The original, signed Release form is submitted to Risk Mgmt. to conduct the check.</p>
<p><i>If a country is on the US Dept. of State Travel Warning List this release form is REQUIRED from each trip participant.</i></p> <p>Release form to Participate in Foreign Travel to a Country on the US Dept. of State Travel Warning List</p>	<p>The department maintains copies and sends the originals the Risk Mgmt. office.</p>
<p>International Travel Fee Form - includes the AIG Travel Assistance Services providing Worldwide Travel Assistance, Personal Security Services, Medical Assistance, VIP Personal Assistance Services, and Emergency Travel Assistance.</p>	<p>This form is completed by the trip sponsor. The original form & collected monies are submitted to Student Accounts for deposit (see instructions on form). Email copy to Risk Mgmt.</p>

Step 3: Travel Assistance Services

Once all of the forms in step two are submitted the Risk Management office will forward to the trip sponsor:

1. The AIG Assistance Services brochure for distribution to the students and volunteer(s). The students and volunteer(s) are to maintain this information throughout their international travels.
2. The student's emergency information which must be maintained while on the trip.

For more information or questions regarding the information in this guide please contact the Risk Management office at 918-495-7560 or [click here](#).